

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT - 18TH MARCH 2011**

Present: Nick Hewitson (Chairman)
Michael Slack (Deputy Chairman)
Andy Gerry
Reg Sillence
Mike Sandall
Barry White

In attendance: Samantha Simpson

1. APOLOGIES

11/03/001 Apologies were received from Ian Currie and Nikki Avis.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 18TH FEBRUARY 2011

11/03/002 Typographical amendments were made to the minutes following which, the minutes were approved. Mike Slack proposed and Reg Sillence seconded.

3. MATTERS ARISING

11/03/003 Nothing to report.

4. MANAGING AGENTS REPORT

Finance – Budget – Expenditure

11/03/004 Countrywide advised the Board that expenditure as at 7th March 2011 was £346,191.97 against the budgeted figure of £386,642.

Arrears

11/03/005 Total arrears including all aged debts as at 28 February 2011 amount to £10,793.32.

Property Alterations

11/03/006 [] **Tintagel Way** – The Board agreed that the external pipe work on the property did not comply with the provisional consent issued by POSOL in November 2009. Furthermore, the owner had been given sufficient time and opportunity to undertake the necessary works as previously agreed with POSOL but had not done so. Therefore, on the recommendations of the Covenants Working Group it was agreed that a letter would be sent to the owner advising that the works did not have POSOL consent and that the property had been flagged.

- 11/03/007 [] **Tintagel Way** – Countrywide advised the Board it had written to the owner advising him that his property had been flagged with a caution for unapproved alterations.
- 11/03/008 [] **Carbis Close** – After due consideration the Board agreed that a final letter be sent to the owners restating POSOL’s position on the matter and advising them that should the unacceptable alteration not be removed and the necessary reinstatement works carried out within 28 days then the property would be flagged with a caution for unapproved alterations.
- 11/03/009 [] **Bryher Island** – A Director advised he had met with the owner regarding her appeal against POSOL’s decision not to grant consent for the proposed alterations to the property. The Board discussed the appeal and advised that it may be prepared to reconsider the owner’s application for consent on certain conditions; that the owner can agree with her neighbour to undertake a joint planting scheme to mitigate the loss of landscaping in the area if the works were to go ahead.
- 11/03/010 [] **Bryher Island** – The owner’s application for consent has been considered by the Covenants Working Group. Concerns have been raised over certain aspects of the proposed works and the owner has been asked to provide further details to enable the group to make its recommendations to the Board.
- 11/03/011 [] **Bryher Island** – The owner has applied for POSOL consent to carry out a loft conversion at the property. It is believed that [] Bryher Island also intends to carry out the same alterations so that the symmetry of the two properties is maintained. POSOL’s decision on the matter has been deferred pending the receipt of further information on the proposed works from the owners of both properties.
- 11/03/012 [] **Bryher Island** – The Covenants Working Group, having studied the the owners application for consent to replace a wooden fence at the end of the waterside garden with smoked glass panels, in addition to fitting a new front door in the property, recommended that consent be granted. This decision was endorsed by the Board of Directors.
- 11/03/013 [] **Carbis Close** – The Board agreed to approve the proposed works to the carport subject to the usual terms and conditions in respect of this type of alteration. Countrywide to issue the relevant letter of consent accordingly.
- 11/03/014 [] **Sennen Place** – The Board discussed comments made by the owner following POSOL’s request for him to submit an application for retrospective consent for works being carried out to the property without prior POSOL consent. The Board discussed the course of action to be taken and asked Countrywide to write to the owner advising that no previous consent had been issued, POSOL’s previous letter was an advisory one only and that a fee of £250 would be payable before POSOL could issue retrospective consent.

Gardening

- 11/03/015 [] **Bryher Island** – The owner has provided POSOL with further details about the anchor he wishes to place in his front garden. The Board, after careful consideration, advised it had no objection to the proposal, and was mindful to issue consent provided that the anchor was properly maintained in the future.
- 11/03/016 **Portway Vegetation** – Countrywide advised that it had written to Southern Water enquiring about the possibility of soil contamination next to the company’s site on the corner of Holywell Drive and the Portway. Southern Water had denied any spillage or contamination that may have caused large areas of shrubbery and trees in the immediate vicinity of the area to die off. POSOL is unable to replant the area until the cause of the

problem has been identified and remedied. The Board gave Countrywide its authorisation to arrange independent soil testing in the area.

Berthing

11/03/017 **Residential Berth Lengths** – The POSOL Chairman advised that he had another meeting with Andy Osmond of Premier Marinas to discuss the issues concerning their over length vessel procedures raised during a previous meeting and would report back to the Board in due course.

11/03/018 **Marine Health & Safety** – Countrywide advised the Board that all works to make the safety ladders on pontoons more identifiable had been completed.

Furthermore, the 10 randomly selected bolts had been replaced with new ones and sent for testing. The initial report indicates that the grades of the bolts removed varied which in turn affected their strength. A further report is to follow.

The Board also agreed to carry out further investigation to determine what minimum grade of bolt is required within the marina.

Estate Security

11/03/019 The Security Working Group advised that it would be looking at the possibility of improving security in the vicinity of remote berth area 16 in Coverack Way to prevent unauthorised persons, and in particular youths, gaining access to the capping in this area. The group will report back to the Board in due course.

General

11/03/020 **Pathway between Oyster Quay and Coverack Way** – Countrywide advised the Board that Oyster Quay Management Company Limited had confirmed that it was its intention to proceed with erecting a gate on the pathway and that it would be submitting a planning application to Portsmouth City Council in due course. The Board agreed that it would object to any application .

11/03/021 [] **Tintagel Way** – The Board discussed the response received from the owner of the property with regard to television service at the property and the owners continued partial withholding of service charge monies. The Board commented that it had attempted to resolve the matter amicably but that due to the non acceptance of its compromise by the owners of the property, its previous offer was subsequently withdrawn. The debt would remain on the account and be recovered in the normal way.

5. REORGANISATION OF POSOL WORKING GROUPS

11/03/022 The Board discussed the Chairman's proposal to restructure the existing POSOL working groups. The Directors feel that in principle this is a good idea, however more discussion is needed to decide which groups fall into the following categories; estate working group, development working group, operations working group and liaison working group.

The Directors also agreed that an item encouraging more shareholders to get involved in the Working groups would be included in the Spring Newsletter.

6. WORKING GROUP REPORTS

Finance

11/03/023 The Board discussed the service charge budget for the forthcoming financial year 1st April 2011 to 31st March 2011. The Deputy Chairman proposed that the budget be accepted, and a vote of thanks extended to Ian Currie for the work he had undertaken to compile it. Another Director seconded the motion and it was unanimously accepted.

Covenants

11/03/024 A Director advised that a draft copy of the new procedures for Changes in External Appearance proposed by the Covenants Working Group had been circulated to all Board members. He asked the other Directors to review these and advise whether they wished to make any changes so that they could formally be adopted at the April Board meeting.

Gardening

11/03/025 The Gardening Working Group advised that it would be arranging an estate walk round with Hambrooks in the coming weeks to discuss ongoing landscape issues and maintenance on the estate.

Website & Shareholders Communications Working Group

11/03/026 **Monthly Email** – The Directors gave Countrywide authorisation to send out the March monthly email to all shareholders on its distribution list.

11/03/027 **Bi-annual Newsletter** – A Director made a final request for any articles to be included in the Spring Newsletter. It was agreed that a copy of POSOL's Welcome Note be sent out with the April Service Charge Invoices in addition to the newsletter.

11/03/028 **Re-design of POSOL Website** – The Chairman of the Working Group advised that it was comparing the tenders of Apollo Internet Media and Interpro in respect of re-designing the POSOL website. The Board discussed the tenders received and it was agreed that the contract be awarded to Interpro as their tender was more competitive.

Berthing

11/03/029 Nothing to report.

Security

11/03/030 Nothing to report.

Port Solent Community Working Party

11/03/031 A Director commented that Portsmouth City Council had recently bought out new development framework proposals and that the group was currently reviewing them.

7. ANY OTHER BUSINESS

11/03/032 Nothing further to report.

8. DATE OF NEXT MEETING – 8th April 2011